



City of Torrance, Community Services Department

Book in Person – Instructions & Forms

Thank you for your interest in booking a park building. Please start by reading the Meeting Fees & Policies form.

- LOCATION:** Our office is located at Torrance City Hall in the West Annex Building.
The address is 3031 Torrance Blvd., Torrance, CA 90503.
Please see the Contact Us page for further details about our location.
- HOURS:** The Facility Booking Office is open from 8am-5pm on Monday – Friday, however we are closed alternate Fridays. Please allow at least 15 minutes for your reservation. Applicants that arrive after 4:50pm will be required to leave their documents and we will process them the next business day.
- AVAILABILITY:** We recommend that you call or e-mail to check availability before coming to our office. Please understand that availability can change instantly since we also offer online bookings.
- WHAT TO BRING:**
1. Full payment (if applicable), please see the Meeting Fees & Policies form for details.
 2. One time meetings: a credit or debit card to leave on file while the key is checked out. Long-term meetings: a \$25 key deposit.
 3. Torrance Residents: Proof of residency (driver's license, utility bill, car registration or car insurance)
 4. Optional: A completed application, cleaning agreement and credit card form (you can also obtain these forms at our office).

If you have any questions, please contact the Facility Booking Office at
310-618-5982 or FacilityBooking@TorranceCA.gov



City of Torrance, Community Services Department

Park Building Meeting Application

Facility Booking Office: 3031 Torrance Blvd., Torrance, CA 90503

Phone: 310-618-5982 ● Fax: 310-781-7598 ● E-Mail: FacilityBooking@TorranceCA.Gov

APPLICANT INFORMATION

Name:

Email:

Address:

City:

Zip:

Contact Number(s) During the Day:

H

W

C

H

W

C

Organization (if applicable):

Non-Profit ID #:

Organization Address:

City:

Zip:

Alternate Contact:

Phone:

EVENT INFORMATION

Park/ Room Name:

Anticipated Headcount:

For One- Time Use:

Date:

Start Time:

End Time:

Total Hours:

For Continuous Dates:

Start Date:

End Date:

Days of Week (Circle):

SAT

SUN

MON

TUE

WED

THU

FRI

Start Time:

End Date:

Any Skip Dates:

USERS MUST AGREE TO THE FOLLOWING TERMS (CHECK BOXES)

☐

Torrance Residents Only: I have included proof of residency. We can accept the following only: Driver's License, Car Registration, Car Insurance or a Utility Bill (electric, water, gas or cable).

☐

For One Time Use: I have read, signed and attached the Damages, Overage & Improperly Incurred Expenses form with my credit card number so that I can check out a key.

☐

For Long-Term Use: I have included a \$25 key deposit to obtain a key OR have previously paid this deposit and am in possession of a key.

☐

For Long-Term Use: I have included an insurance certificate naming the City of Torrance as additionally insured. For scout groups we have this on file.

☐

For Long-Term Use: I need to purchase an insurance certificate for my group.

I, the undersigned, agree to comply with all facility Rules and Regulations (see reverse side of this form) and will maintain an acceptable standard of behavior.

Applicant

Signature:

Date:

FOR OFFICE USE ONLY

Meeting Hours	x \$	\$		Proof of Residency:	
Key Deposit		\$		Payment Method:	CC Cash Check #
Insurance		\$		Room Key:	Paid Deposit CC on File
Other:		\$		Key Out:	Key Return:
TOTAL FEES:		\$		NOTES:	

The above application is:

☐ Approved

☐ Pending:

☐ Denied:

John Jones, Community Services Director

Staff Signature:

Date:

GENERAL POLICY

Facility use agreements are issued in accordance with the policies established by the City Council and the Parks and Recreation Commission. All reservation forms must be completed and signed and all fees and deposits paid before reservation requests can be considered for approval.

GENERAL INFORMATION

Permits may be revoked if there is a conflict with Department use. The Department will attempt to give timely notice of such a conflict. Permits may be revoked and/or denied in the future if there is any abuse to City buildings, facilities, or equipment, or if there is any violation of the Torrance Municipal Code. If it is necessary for the renter to cancel a reservation, notify the Community Services Department a minimum of 48 hours prior to the reservation date. Twenty percent (20%) of the reservation fee will be retained on all cancellations initiated by the user. City personnel are entitled to enter any facility at any time.

PROHIBITED IN OR ON PARK FACILITIES ARE:

- 1. Consumption of alcoholic beverages (TMC 49.2.6)
- 2. Smoking (TMC 49.2.11
- 2. Use of tacks, nails, screws, etc.
- 3. Model airplanes, cars, and boats (TMC 49.2.7)
- 4. Golf (TMC 49.2.7)
- 5. Overnight camping (TMC 61.6.31).
- 6. Dogs without leashes (TMC 41.1.5).
- 7. Fireworks (TMC 45.6.27)
- 8. No feeding of birds/ animals (TMC 41.13.1)
- 9. Ponies, petting zoos and uncaged animals (TMC 49.2.7)
- 10. Dogs without leashes (TMC 41.1.5)

PROHIBITED UNLESS A SPECIFIC PERMIT HAS BEEN ISSUED:

- 1.Youth group overnight camping (must be approved by the Director).
- 2. Advertisements, petitions, or solicitations (must be approved by the Director).
- 3. Electric-amplifying equipment or other sound-amplifying equipment (must indicate on this applications and apply at the Facility Booking Office, a separate amplified sound permit must also be obtained and additional fees paid at the One-Stop Permit Center).
- 4. Parking and driving of cars on park grounds other than parking lots (must be approved by the Director).
- 5. Bouncers (must indicate on this applications and apply at the Facility Booking Office).

AS A CONDITION OF THIS RESERVATION, ALL INDIVIDUALS AND GROUPS AGREE TO:

- 1. Be responsible for care and protection of equipment and property, leaving them in a clean, undamaged condition. The renter agrees to reimburse the Department for any equipment or supplies damaged or lost.
- 2. Be responsible for the behavior of all group members.
- 3. Provide one (1) responsible adult for each ten (10) children as supervision for any activity involving minors.
- 4. Use the facilities at their own risk and not hold the City of Torrance responsible in the event of loss, damage or injury.
- 5. Observe all Department rules and regulations in addition to those listed on this permit.
- 6. Vacate the facility at the close of the reservation period.



City of Torrance, Community Services Department

Procedures and Guidelines

LONG-TERM FACILITY USERS

Arrival/ Departure

- Facility users may use the park building during permitted times only.
- All set-up and clean-up must be included in the time reserved.

Cleanliness

The representative of each group is responsible for clean-up of all areas used by the group, including the following:

- Wipe down tables and chairs and return them to their original locations. Please bring a sponge, paper towels or cleaning wipes.
- Dispose of any food in the trash cans provided outdoors. Remove trash if you have created an excessive amount. Please bring extra trash bags if you plan to have a lot of trash.
- Leave the kitchen clean and remove all food/catering items.
- Wipe up spills on floors and sweep up crumbs. A broom will be available for use.
- If your group is involved in crafts or any other projects, please clean up all trash, paint, glue, etc. Supplies or craft projects may not be left in the building.
- Do not tape, glue, or affix decorations to the walls. Signage/memos may be posted on designated bulletin boards only (not available at all parks).
- Leave the building ready for the next group to use.

Security

- All windows and doors must be closed and securely locked.
- If you use the kitchen, be sure that the oven, burners and appliances are off and cool before leaving.
- Make sure all faucets are turned off. No drips.
- All lights and heating/cooling units must be turned off.

General Rules

- Amplified sound is not permitted in park buildings. This includes DJ's, speakers & microphones. Small radios/ iPod players will be permitted at a low volume.
- Alcohol and smoking are not allowed in park buildings or any City parks. This includes parking lots.
- Facility users must be respectful of neighbors and other park patrons. Please keep volume to a minimum and obey all parking lot rules and traffic laws.

Your group will be billed for any damages and/or the amount will be deducted from your refundable deposit. The permit holder is responsible for the actions of their guests and group members. Please report any problems, concerns, and safety hazards as soon as possible so they can be corrected. In an emergency, contact the Watch Commander at (310) 618-5641. For all other questions, please contact Facility Booking at (310) 618-5982 (Monday – Friday, 8am – 5pm, closed alternating Fridays).

I understand and will comply with the above.

Date

Signature



City of Torrance, Community Services Department

Procedures and Guidelines

SHORT-TERM FACILITY USERS

Please keep in mind the following procedures and guidelines for all short-term park building facility permits.

Arrival/ Departure

A Park Ranger will arrive 30 minutes prior to your scheduled start time to allow for set-up. If they are running late, please call the emergency phone number at (310) 618-5641 and request a Park Ranger to be dispatched to the park.

Facility users are allowed 30 minutes after the scheduled time for clean-up. You may not add/ subtract time from your rental on the day of the event. You will be charged \$15 for every portion of ten minutes that the facility user stays past the scheduled time (example: 11 minutes = \$30)

Cleanliness

The representative of each group is responsible for clean-up of all areas used by the group, including the following:

- Do not tape, glue, or affix decorations to the walls.
- Wipe down tables and chairs and return them to their original locations. Please bring a sponge, paper towels or cleaning wipes.
- Remove trash from the building. Remove all decorations and personal belongings. Please bring extra trash bags if you are expecting to have a lot of trash.
- Leave the kitchen clean and remove all food/catering items.
- Wipe up spills on floors. Sweep up crumbs, a broom will be available for use.
- Leave the building ready for the next group to use.

General Rules

- Amplified sound is not permitted in park buildings. This includes DJ's, speakers & microphones. Small radios/ iPod players will be permitted at a low volume.
- Alcohol and smoking are not allowed in park buildings or any City parks. This includes parking lots.
- Your reservation is for the park building only. Picnic areas may be available as a separate reservation depending on the park. Bouncers are only allowed with picnic reservations.
- Facility Users must be respectful of neighbors and other park patrons. Please keep volume to a minimum and obey all parking lot rules and traffic laws.

Your group will be billed for any damages and/or the amount will be deducted from your refundable deposit. The permit holder is responsible for the actions of their guests. Please report any problems, concerns, and safety hazards as soon as possible so they can be corrected. In an emergency, contact the Watch Commander at (310) 618-5641. For all other questions, please contact Facility Booking at (310) 618-5982 (Monday – Friday, 8am – 5pm, closed alternating Fridays).

I understand and will comply with the above.

Date

Signature



**City of Torrance, Community Services Department
Facility Booking Office
REQUEST TO PAY BY CREDIT CARD**

CREDIT CARD INFORMATION

I Herby Authorize Use Of My: ☐ Visa ☐ MasterCard
☐ Discover ☐ American Express

Print Name As It Appears on Card: _____

Credit Card Number: _____

Expiration Date: Month _____ Year _____ Permit Charges: \$ _____

Signature: _____

DAMAGES, OVERAGE & IMPROPERLY INCURRED EXPENSES

In the case of any damage to the facilities being rented or if the facilities are not left in the same condition that they were in before the start of this contract, damages or expenses (cleaning, repair and otherwise) will be billed directly to the credit card provided for this purpose. For building, gym, pool & rink reservations, a fee will be charged for each 10 minute portion of an hour that you stay past your scheduled end time. In addition to the amount incurred in damages, for any breach of contract the credit card on file may be charged up to \$500.00.

I have read and understand Damages, Overage & Improperly Incurred Expenses and authorize my credit card to be charged.

Signature: _____

Please send along with a completed application to:

Facility Booking Office

FacilityBooking@TorranceCA.Gov

310-781-7598 (fax)

310-618-5982 (voice)